



PREPARATION for CIVIL RIGHTS ONSITE REVIEW

This is a list of documents that will be evaluated during WDE’s Civil Rights onsite review of your school district’s Career and Technical Education program.

In preparation for your review, please indicate on this checklist which documents are available, and which are not yet developed. Please have gathered all available documents, ready for review, on the first day of the onsite. Please include materials translated for local minority language speakers.

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School districts receiving federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (34 CFR Part 104), and with the Americans with Disabilities Act of 1990, Title II, (28 CFR Part 35) prohibiting discrimination on the basis of disability in all services, programs or activities, including those that are open to parents or to the public. For instance, public school systems must provide accessibility to parents and guardians with disabilities, including appropriate auxiliary aids and services whenever necessary to ensure effective communication.

Available (✓)	Documents to be reviewed as part of CTE civil rights onsite review	Not available (✓)
	1. Construction and remodel dates for each facility, including those housing CTE programs <ul style="list-style-type: none"> • High School Building • School District Office • Parking Lots Resurfacing Date(s) Restriping Date(s) 	
	2. CTE Course Catalog	
	3. High School Bell Schedule	
	4. Physical facilities map of CTE program locations	
	5. Current listing of school staff by name, title, phone number. Include CTE teachers, career counselors, coordinators for work-based learning, Special Education, ELL, Title IX, and Section 504	
	6. Most recent handbooks for students, parents, and faculty	

	7. Race, national origin, and language composition of the service area	
	8. Description of transportation services for students with disabilities	
	9. School district grievance policy for students and staff	
	10. Sample nondiscrimination policy and CTE facility posting locations	
	11. Samples of school newsletters and newspapers	
	12. Recruitment materials used to promote CTE programs, such as recent program brochures, pamphlets, handouts, and videos	
	13. Public announcement of nondiscrimination policy made prior to each school year (i.e. local newspaper or other publications)	
	14. School district policy for providing information regarding, and for granting, student financial assistance without regard to race, sex, national origin, language, or disability	
	15. List of professional development at the school level within the last two years regarding discrimination based on race, national origin, sex, and disability	
	16. District's plan for providing services and information to minority language speakers and their families	
	17. Two samples of student IEPs and two sample 504 plans — for confidentiality, please redact	
	18. School district's policies & procedures regarding Title IX of the Education Amendments of 1974 prohibiting discrimination on the basis of sex	
	19. School district's policies & procedures regarding Title VI of the Civil Rights Act of 1964-prohibiting discrimination on the basis of race and national origin (WA state: sexual orientation, age, military status.)	
	20. Work-based learning materials: <ul style="list-style-type: none"> • students enrolled according to race, national origin, sex, and disability; • sample training agreement; and • policy for placement of language minorities, and disabled students 	
	21. Employment recruitment announcement for faculty and staff	
	22. Composition of CTE faculty and staff and administrators, by race, national origin, sex, primary language other than English, and disability	